

## **BOARD OF STATE AND COMMUNITY CORRECTIONS COMMITTEES POLICY**

### **Purpose**

Many of the decisions made by the Board of State and Community Corrections (BSCC) directly impact the day-to-day operations of local public safety agencies and service providers. To ensure successful program design and implementation, it is essential that those impacted are included in the decision making process. This operating principle enables the BSCC to work collaboratively in changing environments and create positive partnerships critical for success.

The BSCC regularly uses Advisory Committees, Executive Steering Committees and Workgroups to inform its decision making. This collaborative approach is supported by statute<sup>1</sup> which states:

“The Board shall regularly seek advice from a balanced range of stakeholders and subject matter experts on issues pertaining to adult corrections, juvenile justice, and gang problems relevant to its mission. Toward this end, the Board shall seek to ensure that its efforts are:

- 1) systematically informed by experts and stakeholders with the most specific knowledge concerning the subject matter;
- 2) include the participation of those who must implement a board decision and are impacted by a board decision; and
- 3) promote collaboration and innovative problem solving consistent with the mission of the Board. The Board may create special committees, with the authority to establish working subgroups as necessary, in furtherance of this subdivision to carry out specified tasks and to submit its findings and recommendations from that effort to the Board.”

### **Types of Committees**

BSCC uses three types of committees: Advisory Committees, Executive Steering Committees and Workgroups. These committees are advisory only. The committees submit recommendations to the Board that can approve, reject or revise those recommendations.

#### Advisory Committees

Advisory Committees are to be composed of individuals with expertise in a particular subject matter area to serve as a resource to the Board. Advisory Committees can be

---

<sup>1</sup> Penal Code Section 6024 (c)

- 1) standing committees that are consulted on an as-needed basis or established to perform an ongoing function or;
- 2) ad hoc committees established for a limited time to provide expertise on a specific topic.

Advisory Committees must be approved by the Board. This process includes submission of a formal proposal that identifies the purpose of the committee, the required staffing and resources, and the specific outcomes and deliverables.

### Executive Steering Committees

The Executive Steering Committee (ESC) approach is used for making policy decisions related to the Board's programs, including distributing funds and developing standards and regulations. ESCs are special committees appointed by the BSCC, as the need arises, to carry out specified tasks and to submit findings and recommendations to the BSCC. When the specific task is completed the ESC is automatically disbanded.

### Workgroups

BSCC empowers the Standing Committees (if included in approved proposal) and ESCs with the ability to establish working subgroups as needed. Using additional subject matter experts, BSCC's committees make every effort to ensure that those most knowledgeable and those who will be impacted by the committee's recommendations have as much input as possible. The workgroups can be used to expand understanding and awareness and to increase the committee's ability to respond to all issues under consideration.

## **Composition and Size**

Given the statewide effects of BSCC's policies, it is important that the committees are adequately balanced in terms of demographics, geography and stakeholder interests. It is recommended that the size of committees are limited to between nine and thirteen members in order to ensure that the groups are adequately representative but not too unwieldy to accomplish work.

## **Appointment of Chair**

For each Advisory Committee and Executive Steering Committee, a Chair(s) is appointed by the Board. There are several options that can be considered depending on the scope of the committee:

- Chair is a Member of the Board – This is the most frequently used and recommended option. It requires that the Chair be a member of the Board. This option provides continuity between the Board and the ESC/Standing Committee. It should be used for issues that are politically sensitive, involve regulation or policy directives, or involve large sums of money.
- Co-Chairs – This option is the appointment of two Chairs that share duties. This is a good option when the committee will be in service for an extended period of time. The Chair can include Board members, or not, depending on the purpose of the committee.

- Chair is Not a Member of the Board – When this option is used, the Chair should be a high ranking official within his/her organization.

### **Duties of Chair**

The role of the Chair is to ensure that the Committee completes its assigned task on scope and on time. The Chair leads the meetings and facilitates the group discussion. Working with staff, the Chair identifies the appropriate members for the committee, develops the meeting agendas and represents the committee to the Board.

### **Appointment of Committee Members**

The Board Chair and Committee Chair will work with staff to identify the stakeholder interests and subject matter expertise that should be represented on the committee. They will then identify members to fill those spots. This process will include an open call for applications to fill identified stakeholder interest and expertise areas. A notice announcing the formation of the ESC and the acceptance of committee member applications will be posted on the BSCC web site (attachment). The Board Chair, Committee Chair and staff will review and approve the committee membership to ensure that there is a balanced range of committee members and it is informed by appropriate experts and stakeholders.

### **Role of Staff**

BSCC staff support the committees and the Chair in the successful completion of its work. They also serve as subject matter experts in board programs and policies and bring their facilitation and group management skills to keep the committee work flowing. They work with the Chair to identify committee members, develop working agendas, manage the flow of the meetings, and record the decisions and actions of the committee.

Although staff provides service to the committee, they are staff to the Board and represent the interests of the Board. In rare cases, this might result in a staff recommendation to the Board that is contrary to the committee recommendation.

**BOARD OF STATE AND COMMUNITY CORRECTIONS  
COMMITTEES POLICY**

**ATTACHMENT**

**Notice of Committee Formation and Member Recruitment**

The Board of State and Community Correction is currently accepting applications from interested persons to participate in an (INSERT ESC, STANDING COMMITTEE or WORKGROUP) to (INSERT PURPOSE).

In order to participate as a committee member, applicants must be a subject matter expert or stakeholder in the purpose area – including those who must implement or are impacted by a decision made by the BSCC on the matter. Members must attend all meetings of the committee. Failure to attend a meeting may result in disqualification from serving on the committee.

Committee members are not paid but travel expenses related to their membership on the committee are reimbursable by the Board.

An appointing committee will review all committee applications to ensure that there is a balanced range and number of members and that the committee is composed of appropriate experts and stakeholders.

If you are interested in participating on the committee, please provide the following information:

Name:

Employer:

Address:

Email Address:

Telephone Number:

Description of your expertise and or stakeholder interest: